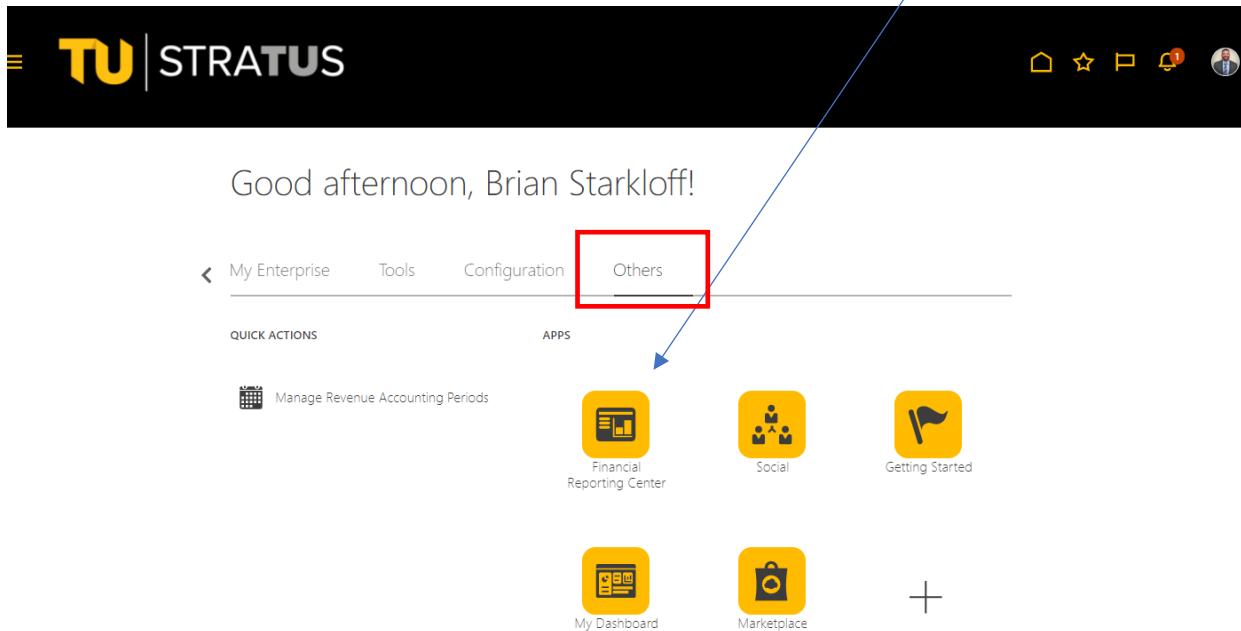


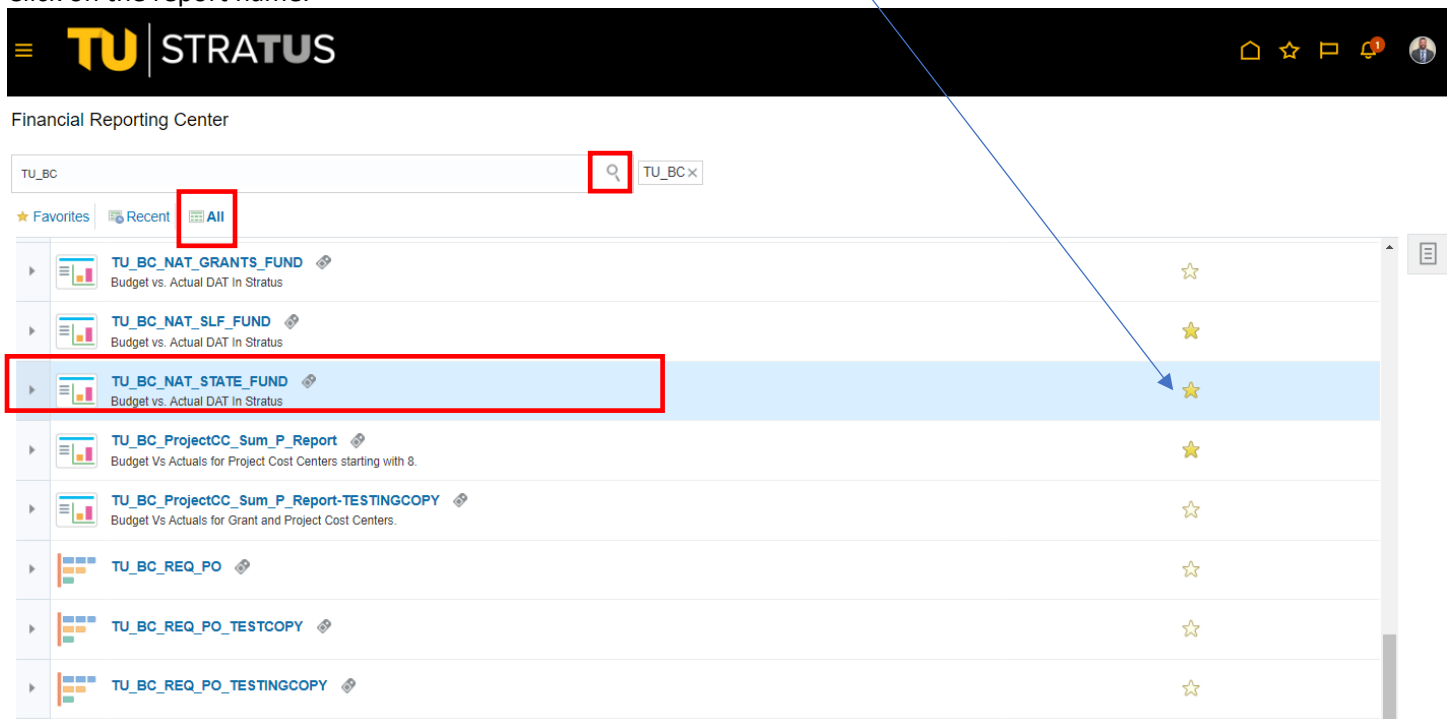
# How to Run the Budget vs Actuals NAT roll-up report: TU\_BC\_NAT\_STATE\_FUND

**Note: To run a self-support NAT report use TU\_BC\_NAT\_SLF\_FUND, for Auxiliary use TU\_BC\_NAT\_AUX\_FUND, for Grants use TU\_BC\_NAT\_GRANTS\_FUND, for Agency use TU\_BC\_NAT\_AGENCY\_FUND**  
**Budget summary reports are available for FY21-22 with summarized transactional activity available via drill-down FY23 and forward with all transactional details are available via drill-down**

Navigate to Others, and select the tile for Financial Reporting Center (FRS)

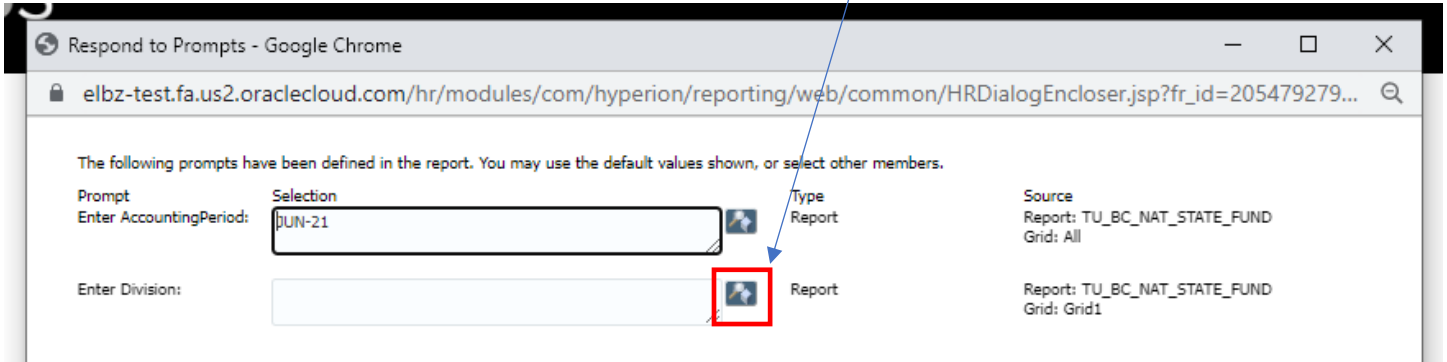


Select "All" to search all reports, then enter TU\_BC, then Search. There will be several reports. TU\_BC\_NAT\_STATE\_FUND is the Budget Control Report for state-side cost centers. Click on the star icon to the right to save it as a favorite for next time. Click on the report name.

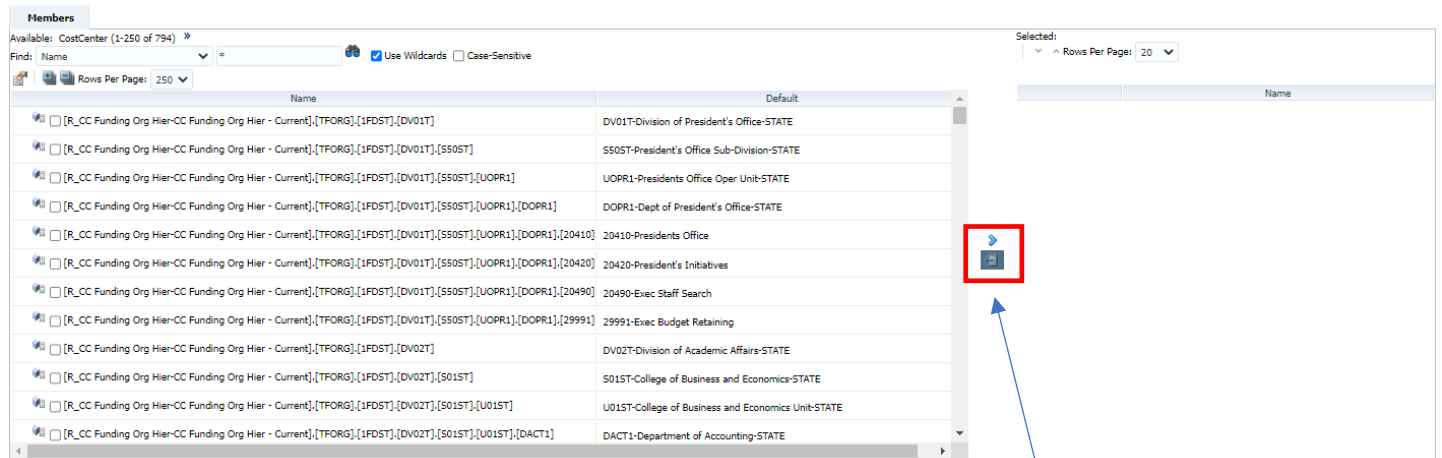


When prompted, enter the accounting period. The accounting period is in a month-calendar year format. For example if you are looking to run this report for June of 2021, you would enter JUN-21 in this box.

Next select the Member Selection box to the right of the Division box.



Here you can search by scrolling down the list if you know your division.



Once you find the report you want to run, click on the blue arrow to move it over to the right column

If you want to search for a specific department, subdivision, or unit select Default from the Find: dropdown menu. Then in the search box type DV\* if you want to search for your division and click enter. (Subdivision level starts with S, Unit level starts with U, and Department level starts with D)

**Members**

Available: CostCenter (1-250 of 794) >

Find: Name   Use Wildcards  Case-Sensitive

- Name
- Description
- Generation
- Level
- Default**
- HashADesc
- HierarchyType
- Data Storage
- OriMember
- Consolidation
- IsTwoPass
- US
- ACCOUNTING\_PER\_START\_ALIAS
- ACCOUNTING\_PER\_END\_ALIAS
- COA\_TREE\_CODE\_ALIAS
- COA\_TREE\_VERSION\_ALIAS
- Id
- UDA
- Formula

Name
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST]
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1]
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO

[R\_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO

Check the box to the left of the report you want to run. Then click OK at the bottom left.

Search Result

	Name	Location	Description
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]	DV01T-Division of President's Office-STATE
<input checked="" type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV02T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV02T]	DV02T-Division of Academic Affairs-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV03T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV03T]	DV03T-Division of SPAR-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV04T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV04T]	DV04T-Division of Student Affairs-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV05T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV05T]	DV05T-Division of Admin & Finance-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV06T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV06T]	DV06T-Division of University Advancement-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV07T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV07T]	DV07T-Financial Aid-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV08T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV08T]	DV08T-Central University Wide-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV09T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV09T]	DV09T-Division of Marketing & Communication-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV10T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV10T]	DV10T-Year End-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV11T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV11T]	DV11T-Division of Ofc of Inclusion & Institutional Equity-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV12T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV12T]	DV12T-Division of Office of Human Resources-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV13T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV13T]	DV13T-Division of Office of Human Resources-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV15T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV15T]	DV15T-Division of Athletics-STATE

Now that your report is in the right column, click OK again.

The screenshot shows the Oracle HR reporting interface. At the top, there is a 'Members' section with search filters: 'Available: CostCenter (1-250 of 794)', 'Find: Default', 'DV\*', 'Use Wildcards', and 'Case-Sensitive'. Below this is a list of members with columns for selection, member ID, and name. The list includes various organizational units like 'Division of President's Office-STATE', 'President's Office Sub-Division-STATE', etc. On the right side, there is a 'Selected: 1 of 1' indicator and a 'Rows Per Page: 20' dropdown. At the bottom right, there are 'OK' and 'Cancel' buttons. A blue arrow points from the text above to the 'OK' button.

Click OK to run the report


The screenshot shows a dialog box titled 'Respond to Prompts - Google Chrome'. The URL is 'elbz-test.fa.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr\_id=2054792794&f...'. The dialog contains the following text: 'The following prompts have been defined in the report. You may use the default values shown, or select other members.' Below this, there are two prompts: 'Enter AccountingPeriod:' with a selection of 'Jun-21' and 'Enter Division:' with a selection of '[R\_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV02T]'. The 'Type' for both is 'Report' and the 'Source' is 'Report: TU\_BC\_NAT\_STATE\_FUND Grid: All'. At the bottom, there are 'Help', 'OK', 'Cancel', and 'Reset' buttons. A blue arrow points from the text above to the 'OK' button.

The report will be generated. To export the report to Excel or PDF, select the drop down next to HTML Preview. If you have ran multiple reports, you can select them from the drop down.

TU\_BC\_NAT\_STATE\_FUND\_updated

Open in new window Done

HTML Preview



**Towson University**  
**TU\_BC\_NAT\_STATE\_FUND**  
**For The Period Jun-21**  
**As of Monday, July 11, 2022 AD time: 3:02:57 PM Eastern Daylight Time**  
**Run By: BSTARKLOFF**

Page 1 of 1

All Source Values All Initiative Values All Objective Values All FutureUse Values All Interfund Values

Page: DV02T-Division of Academic Affairs-STATE

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Pre-Encumb	Encumbr	Avail Ba
<b>Revenues</b>								
401163-Lab/Lab Lecture Fee	614,030.00	353,295.00	(29,150.00)	562,665.00	0.00	0.00	0.00	(209,370.00)
College Lab Fees	614,030.00	353,295.00	(29,150.00)	562,665.00	0.00	0.00	0.00	(209,370.00)
410522-Misc sales/services	0.00	7,200.00	0.00	13,700.00	0.00	0.00	0.00	(6,500.00)
410524-Rental-Bldg/Grounds	0.00	0.00	(200.00)	(200.00)	0.00	0.00	0.00	200.00
421650-COV-19 Sales Services Educ	0.00	0.00	0.00	(210,345.00)	0.00	0.00	0.00	210,345.00
Adj								
Educational and General Revenues	0.00	7,200.00	(200.00)	(196,845.00)	0.00	0.00	0.00	204,045.00
470380-State Grants/Contracts Revenue	0.00	0.00	18.69	18.69	0.00	0.00	0.00	(18.69)

To drill-down into a dollar amount, click on the amount in blue and you can review additional information.

If you select an amount in the budget column, you can view budget journals.

If you select an amount in the current month actuals, fiscal YTD, or prior YTD, you will get actuals (invoices, journals, deposits, expenses)

Clicking on an amount in the requisitions and purchase orders column will show you those details as well.

For this example, we will select 608224 other services. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Review Budgetary Control Balances

Control Budget: Towson Revised    Objective: All Objective Values    Initiative: All Initiative Values  
 Currency: USD    CostCenter: DV02T    Source: All Source Values  
 Budget Period: Jul-20 - Jun-21    Interfund: All Interfund Values  
 Account: 608224    FutureUse: All FutureUse Values

Budget Balances

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Requisitions	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount
608224	000	12230	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	1,850.00
608224	000	12250	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	500.00	500.00	1,800.00
608224	000	12300	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	400.00
608224	000	12360	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	2,400.00
608224	000	12380	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	960.00
608224	000	12400	0000	000000	000000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	670.00
608224	000	12530	0000	000000	000000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	803.00
608224	000	12570	0000	000000	000000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	1.00
608224	000	12580	0000	000000	000000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	397.00
608224	000	12590	0000	000000	000000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	0.00
608224	000	12620	0000	000000	000000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	1,500.00
608224	000	12810	0000	000000	000000	1004	Jul-20	0.00	0.00	0.00	1,048.50	1,048.50	-1,048.50
<b>Total</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>734,458.47</b>	<b>734,458.47</b>	<b>-234,509.47</b>

Here is where you can see individual transactions that make up that dollar amount (invoices, expenses, journals, etc.)

To see journal information for a transaction, click on the transaction in blue.

When finished, simply click close out of those tabs and you will be taken back to the reporting center tab where you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.